

Office of Contracting and Procurement (PO0)

The mission of the Office of Contracting and Procurement is to provide every city worker with the tools to effectively perform the functions of government in a customer-focused, timely and cost effective manner.

Agency Director	Elliott B. Branch
Proposed Operating Budget (\$ in thousands)	\$16,029

Fast Facts	
<ul style="list-style-type: none"> The proposed FY 2001 operating budget is \$16,028,957, an increase of \$1,879,094 over the FY 2000 budget. There are 223 full-time equivalents (FTEs) supported by this budget. The Office of Contracting and Procurement's FY 2001 budget includes an enhancement of \$1.3 million to improve contracting support to agencies. 	<ul style="list-style-type: none"> During FY 2000, the agency created a purchase card system for the use of all city agencies. The agency revised the current business process by developing and implementing a policy and procedure issuance.

FY 2001 Proposed Budget by Control Center

The basic unit of budgetary and financial control in the District's financial management system is a control center. The Office of Contracting and Procurement is comprised of one control center that serves as the major component of the agency's budget.

FY 2001 Proposed Budget by Control Center

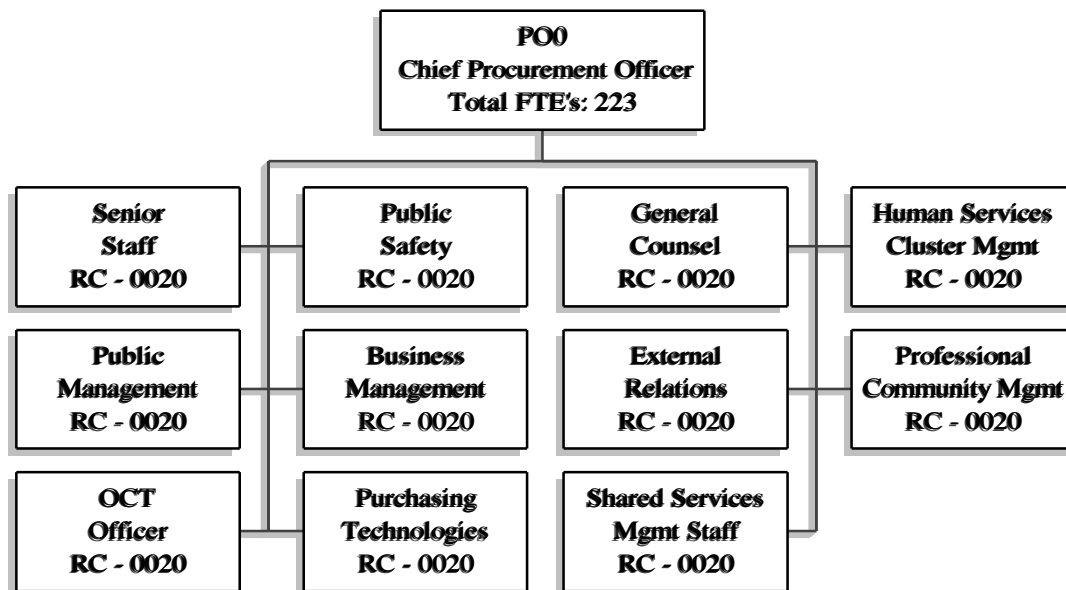
(Dollars in Thousands)

Office of Contracting and Procurement

Control Center	Proposed FY 2001 Budget
0020 OFFICE OF CONTRACTING & PROCUREMENT	16,029
PO0 Office of Contracting and Procurement	16,029

Agency Overview and Organization

The Office of Contracting and Procurement achieves successful procurement outcomes for its customers through nine divisions: Office of the General Counsel; Professional Community Management; External Affairs; Human Services; Public Safety; Public Administration; Shared Services; Purchasing Technologies and Business Management. A senior manager who is accountable to the Chief Procurement Officer heads each division. The divisions are responsible for executing procurement transactions on behalf of District government agencies; developing and implementing procurement systems that support District government agencies; and providing internal support to the Office of Contracting and Procurement.



FY 2001 Proposed Operating Budget

The Office Contracting and Procurement's Operating Budget is composed of two categories: (1) Personal Services (PS), and (2) Nonpersonal Services (NPS).

Within the PS budget category are several object classes of expenditure such as regular pay, other pay, additional gross pay, and fringe benefits. Within the NPS budget category are several object classes of expenditure such as supplies and materials, utilities, communications, rent, other services and charges, contractual services, subsidies and transfers, equipment and equipment rental, and debt service.

Authorized spending levels present the dollars and related full-time equivalents (FTE) by revenue type. Revenue types include: Local (tax and non-tax revenue not earmarked for a particular purpose); Federal (revenue provided by the federal government to support federally established programs or grants for a particular purpose); Private and Other (charitable contributions and fees from fines, etc); and Intra-District (payments for services provided by one District agency to another District agency).

FY 2001 Proposed Operating Budget									
(Dollars in Thousands)									
Office of Contracting and Procurement									
Object Class	FY 1999 Unaudited		Budget FY 2000		Proposed FY 2001		Variance		
Regular Pay -Cont. Full Time	9,736		8,746		10,511		1,765		
Regular Pay - Other	27		0		0		0		
Additional Gross Pay	113		0		0		0		
Fringe Benefits	1,354		1,271		1,649		378		
Subtotal for: Personal Services (PS)	11,230		10,017		12,160		2,143		
Supplies and Materials	196		558		558		0		
Utilities	68		193		120		-73		
Telephone, Telegraph, Telegram	170		244		170		-74		
Rentals - Land and Structures	45		312		131		-181		
Other Services and Charges	2,297		1,476		2,520		1,044		
Contractual Services - Other	584		0		0		0		
Equipment and Equipment Rental	502		1,350		370		-980		
Subtotal for: Nonpersonal Services (NPS)	3,861		4,133		3,869		-264		
Total Expenditures:	15,091		14,150		16,029		1,879		
Authorized Spending Levels by Revenue Type:									
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	
Local	193	13,873	223	14,150	223	16,029	0	1,879	
Intra-District	0	1,218	0	0	0	0	0	0	
Total:	193	15,091	223	14,150	223	16,029	0	1,879	

Agency Funding Summary

The proposed FY 2001 operating budget *for all funding sources* is \$16,028,957, an increase of \$1,879,094 or 13.3 percent, over the FY 2000 budget. The Office of Contracting and Procurement receives 100 percent of its funding from local sources. There are 223 FTEs supported by this budget.

- **Local.** The proposed *local* budget is \$16,028,957, an increase of \$1,879,094. Of this net increase, an increase of \$2,143,094 is in personal services, and a decrease of (\$264,000) is in nonpersonal services. There are 223 full-time positions supported by local sources.

The change in personal services is comprised of:

- \$553,094 increase for the 6 percent pay raise for non-union employees
- \$1,590,000 increase to fund vacant positions

The change in nonpersonal services is comprised of:

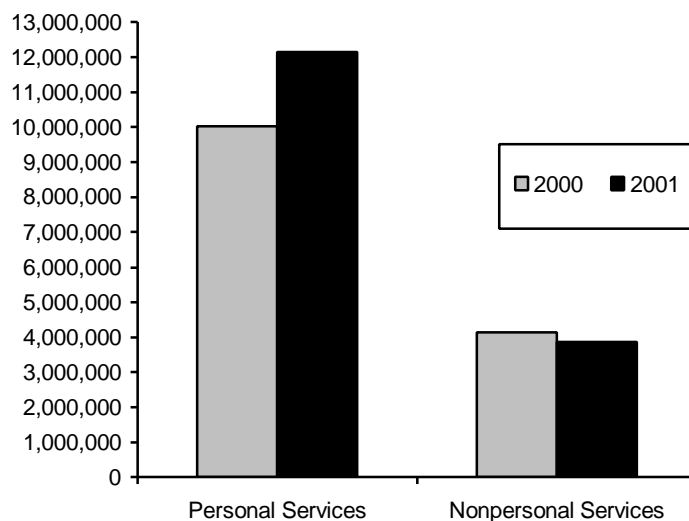
- \$980,000 increase in other services and charges from equipment to fund the development of a comprehensive procurement training program
- (\$980,000) decrease in equipment to other services and charges to fund the development of a comprehensive procurement training program.
- \$64,000 increase for security costs for the Adams Place Warehouse based on OPM estimates.
- (\$181,000) decrease for rent costs based on OPM estimates
- (\$74,000) decrease for telephone costs based on OPM estimates
- (\$73,000) decrease for utility costs based on OPM estimates

Figure 1

FY 2001 Proposed Budget Includes an Increase for PS and a Decrease for NPS

Personal Services increased by 21.4 percent, from \$10.0 million in FY 2000 to \$12.2 million, in FY 2001.

Nonpersonal services decreased by 6.4 percent, from \$4.2 million to \$3.9 million, in FY 2001 due to a decrease in fixed costs.



Occupational Classification Codes

Occupational Classification Codes (OCC) are used by federal agencies like the Bureau of Labor and Census Bureau, as a way of classifying workers into eight major occupational categories for the purpose of collecting, calculating, or disseminating data. The Office of Contracting and Procurement workforce is divided among six occupational classification codes.

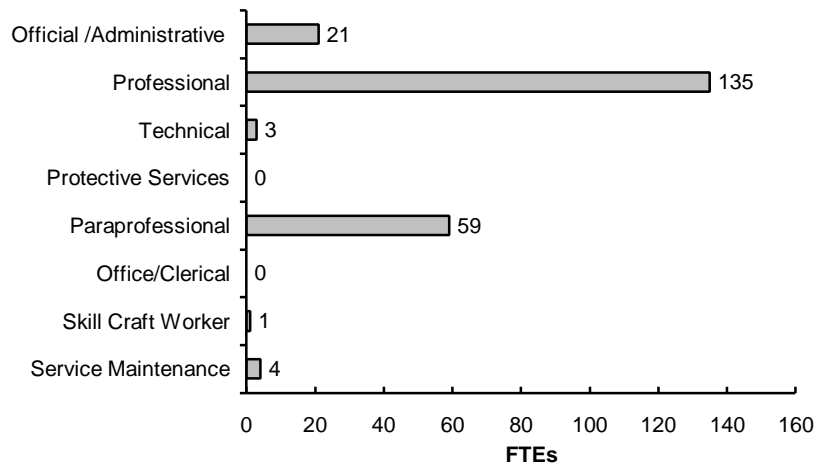
Agency FTEs by Occupational Classification Code

OC Code	FTEs in FY 2001
Official /Administrative	21
Professional	135
Technical	3
Protective Services	0
Paraprofessional	59
Office/Clerical	0
Skill Craft Worker	1
Service Maintenance	4
Total	223

FTE Analysis

Agency FTEs by Occupational Classification Code

The Office of Contracting and Procurement is an administrative agency. Of the total FTEs, 61 percent are Professional. Another 27 percent are Paraprofessional positions.



Performance Goals and Targets

The performance goals and targets below are adapted from the Chief Procurement Officer's performance contract with the Mayor.

GOAL

Self-service Tools: Develop self-service tools for agency staff to streamline the small purchases of goods and services of less than \$25,000, including the DC Supply Schedule, OCP Express and the DC Purchase Card.

MANAGER: Assistant Director of Purchasing Technologies

SUPERVISOR: Elliott Branch, Chief Procurement Officer

PERFORMANCE MEASURES	TARGET	
	FY00	FY01
Measures of timeliness in securing small purchase goods	New	5 working days

GOAL

Custom Service Needs: Develop and execute plans for the purchase of goods and services (\geq \$25,000). Initiate Service Level Agreements (SLAs) with agencies that will project individual agency procurement needs during FY2001 and state OCP commitments regarding procurement processing times.

MANAGER: Elliott Branch, Chief Procurement Officer

SUPERVISOR: Elliott Branch, Chief Procurement Officer

PERFORMANCE MEASURES	TARGET	
	FY00	FY01
Percent mission critical agencies with SLAs in place by 10/1/00	New	100%
Percent SLA commitments met within agreed-upon timeframes	New	90%

GOAL

Staffing: Recruit, train and retain sufficient staff to adequately execute the OCP mission

MANAGER: Assistant Director of Professional Community Management

SUPERVISOR: Elliott Branch, Chief Procurement Officer

PERFORMANCE MEASURES	TARGET	
	FY00	FY01
Additional staff receiving appropriate training	New	100%

GOAL

Business Process: Revise the OCP contract review and approval process and conduct an assessment of existing procurement statutes and regulations to streamline the process while maintaining appropriate controls

MANAGER: Elliott Branch, Chief Procurement Officer

SUPERVISOR: Elliott Branch, Chief Procurement Officer

PERFORMANCE MEASURES	TARGET	
	FY00	FY01
Measures of average contract approval and process time TBD	New	5 working days
Cost of purchasing per dollar spent	New	\$.01